

**Prudence Island Water District Board of Directors  
Minutes of Meeting held 8 March 2014**

**Call to Order.** Present were Moderator Harry Sterling; Clerk Martha Fuller; Board Members Bill Silvia, Philip Brooks, Jan Northby. A quorum was present. Also present: System Manager Will Capron, Office Manager Donna Hammann.

**Approve Minutes for February 8, 2014.** Philip Brooks moved to approve the minutes, Jan Northby seconded. Passed unanimously.

**Review and approve Treasurer's report.** Martha Fuller moved, Philip Brooks seconded, to approve the Treasurers report. Passed unanimously.

**Personnel Manual revisions.** The Board and employees discussed accrual of vacation time for longer-service employee, compensation for Sunday and holiday work, addition of official holidays, updating of job descriptions.

**Goulet Well transfer to PIVFD.** Underway, pending filing.

**Water Exploration report.** Ongoing.

**Leak detection discussion and equipment.** Ongoing.

**Curb stop Inventory Update.** System Manager reported on progress in Warnerville.

**Accept resignation of Board Member Jan Northby as of March 31, appoint Ann Marie Lockwood.** Martha Fuller moved, Philip Brooks seconded. Passed unanimously.

**Accept resignation of Treasurer Robin Weber as of April 30, appoint Ann Marie Lockwood.** Philip Brooks moved, Martha Fuller seconded. Passed unanimously.

**Accept resignation of Moderator Harry Sterling as of April 30, appoint Robin Weber.** Martha Fuller moved, Philip Brooks seconded. Passed unanimously.

**Office Manager's Report.** The printing company that produced the Annual Report used an incorrect address list, resulting in many misaddressed reports.

**System Manager's Report.**

Record low water production for February: 239,000 gallons pumped, all from the Army Camp well, averaging 8,536 gallons/day. Previous record, February 2012, was 264,780.

Much snowplowing. Used backhoe to clear driveway to Indian Spring pump house and road to Army Camp well. Shoveled snow at all installations. Hub Capron plowed at Broadway pump house.

Worked with Joe and Rose, the geologists. They marked areas where briars and brush must be cleared for geophysical survey. No authorization to clear these lines yet.

Talked to Todd Chaplin from Mount Hope Engineering concerning a proposed OWTS at 046 Cliff Road. Wrote him a letter not objecting to the OWTS.

Did streamflow and well monitoring with Alton Barrett, had to walk to some sites because of deep snow

Water sample for February absent of bacteria, have sample containers for well water sampling in March.

Cut down and removed trees over water line on Second Street. Also cut and removed some vines. Cut back and removed forsythia, bittersweet, honeysuckle, and briars overwater line on Holbrook Avenue. Cut back briars, vines, and grass on Bay Avenue and on Prospect Terrace.

Worked on and off on curb stop list as weather permitted. Wrote report, "Curb Stop Inventory Project."

Discussed changes in Personnel Manual, and proposed hiring of Operations Manager, with Nate Bacon and Alton Barrett.

**EXECUTIVE SESSION.** Martha Fuller moved that the Board go into Executive Session, Philip Brooks seconded. Passed unanimously.

RIGL 42-46-5(a)(1) Discussion of applicants for position of Operations Manager.

**RETURN TO OPEN SESSION.** Martha Fuller moved that the Board return to Open Session, Philip Brooks seconded. Passed unanimously.

**OPEN SESSION.** The Board will offer the position of Operations Manager to Robert Marshall.

**Adjourn**